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Dear 

The purpose of this letter is to inform you that a National Training Conference of the National Defense Executive Reserve will be held in Washington, D. C., on Monday and Tuesday, May 23 and 24, 1960 and to offer you an opportunity to attend if you so desire.

The first day, May 23, will consist of general sessions to be held at the Sheraton Park Hotel, opening with registration at 8:00 a.m. and concluding with an address by the Honorable Douglas Dillon, Under Secretary of State. A copy of the tentative agenda for the day is enclosed.

The second day of the Conference, May 24, will be used by most of the participating agencies for individual training sessions for their Executive Reservists because this is about the only opportunity they have for personal contact. However, since CIA offices are in contact with our reservists from time to time on a consultant basis, no such general training session is deemed necessary within the Agency.

As a matter of interest, the Department of State has extended an invitation for any of our reservists who so desire to attend Regional briefings which they have planned for their reservists on May 24. These briefings, which will outline the political and economic conditions in each Region, will be given by the Assistant Secretaries or their Deputies. If you attend the conference and plan to remain in Washington through the second day you may wish to attend at least part of these briefings or you may wish to spend that time with your sponsoring office.

Normally, those Executive Reservists who plan to attend the conference are asked to complete the enclosed registration and hotel reservation cards and return them to Conference Headquarters at the address indicated. [redacted]

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[redacted] it is requested that the cards be returned to my office for processing. A stamped, self-addressed envelope is enclosed for your convenience.

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It is expected that the hotel space in Washington will be limited during the month of May because of heavy advance bookings. Therefore, early registration for all members who plan to attend is essential. The registration fee for conferees who will attend the May 23 session is \$18 per person. Please make your check payable to "NDER - May 60 Conference" if you plan to attend and send it with the completed cards. If you do attend you will be authorized round-trip transportation and per diem of \$12.00 and we will reimburse you for the registration fee.

Sincerely yours,

Gordon M. Stewart
Director of Personnel

Attachment

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